



## UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROMOTION

Announcement No: **MVM-06-0128-MP**  
Issue Date: **September 22, 2006**  
Closing Date: **October 6, 2006**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Secretary  
GS-0318-7/8  
Full Performance Level: GS-08  
One position to be filled  
Salary Range:  
GS-318-7: \$36,671-\$47,669 per annum  
GS-318-8: \$40,612-\$52,794 per annum  
Work Schedule: Full-time - Permanent  
Competitive Service  
Non- Bargaining Unit Position

Position Sensitivity: This is a Low Risk position that requires a National Agency Check with Inquires (NACI)

#### VACANCY LOCATION

U.S. Patent and Trademark  
Commissioner for Trademarks  
Deputy Commissioner for Trademark  
Operations  
Office of the Administrator for Services  
Alexandria, VA

#### AREA OF CONSIDERATION

USPTO Employees with Status;  
Current Federal Employees with Status;  
Reinstatement Eligibles;  
DOC Surplus;  
Displaced Employees in the local commuting area;  
and VEOA Eligibles

**Vacancy Announcement is also announced as: MVM-06-0129-DE under Delegated Examining procedures. Please review the announcement to determine if you are eligible for consideration under Delegated Examining procedures.**

**NOTE: Applicants must apply to each announcement in order to receive consideration for both vacancy announcements.**

**SUMMARY OF DUTIES:** This position is located in the Office of Trademark Services. The incumbent serves as the principal office assistant performing a wide range of administrative, secretarial, and clerical office duties. Incumbent is responsible for preparing a variety of recurring and nonrecurring executive correspondence, reports, and other documents and for reviewing and processing a wide variety of incoming and outgoing correspondence, reports, and other materials for the supervisor's signature. Incumbent receives and screens telephone calls and greets visitors. Incumbent maintains supervisor's calendar, coordinates complex meeting arrangements, and schedules meetings and conferences that may involve coordinating travel arrangements. This position requires the use of office automation equipment and the services of a fully qualified typist.

#### QUALIFICATION REQUIREMENTS:

Applicants meeting the basic qualification requirements and any selective placement factor stated in this vacancy announcement will be rated and ranked on the following knowledge, Skills, and Abilities (KSA's). Applicant must submit a separate written statement addressing any selective placement factor and each KSA.

Applicants must have one year of specialized experience which has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Examples of qualifying specialized experience include clerical/assistant/secretarial support regarding scheduling appointments and making commitments for the supervisor; reviewing incoming and outgoing correspondence and documents for appropriate action; screening and referring telephone calls for the supervisor; receiving visitors and maintaining the supervisor's calendar; and experience using personal computers and computer programs.

**Selective Placement Factor:** Candidate **must** possess the following for consideration: Typing proficiency of 40 wpm. Words per minute are based on a 5-minute test with 3 or fewer errors. Applicants must show evidence of proficiency by submitting one of the following: 1) Notification of Personnel Action (SF-50) or equivalent that shows a government position which included typing or office automation in the position title; 2) Notice of Proficiency from a Developmental/Vocational program or keyboard test results from an employment agency or similar organization; or 3) by self-certifying the level of proficiency. If you self-certify your proficiency and are selected, you may be required to submit to typing proficiency test.

Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604.

**NOTICE TO ALL APPLICANTS:** US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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CTAP/ICTAP candidates will be determined to be well qualified if the score 90 or higher when rated against the crediting plan.

### EVALUATION OF QUALIFIED CANDIDATES:

APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE, TRAINING, AWARDS, SUPERVISORY APPRAISALS, AND THE FOLLOWING FACTORS:

1. Ability to prepare a wide variety of recurring internal reports and documents from information obtained from supervisor, files, subordinate organizations and other sources.
2. Ability to use personal computers and computer programs such as MS Outlook, MS Excel, MS Word, PowerPoint at an intermediate level.
3. Ability to communicate effectively orally and in writing with the public and PTO personnel.
4. Ability to coordinate and organize detailed records and files received from multiple sources.

**FAILURE TO ADDRESS EACH FACTOR LISTED ABOVE MAY HAVE AN IMPACT UPON YOUR RATING.**

**SELECTIVE FACTOR:** Candidate must possess the following for consideration: Not Applicable

#### How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Optional Application for Federal Employment, or a resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
5. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

**FOR SPECIFIC INFORMATION CALL:** Kay Parker (571) 272-8380 TDD# 1-800-828-1120 or Relay System

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV).

#### MAILING ADDRESS:

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

#### WHERE TO APPLY IN PERSON:

US Patent and Trademark Office  
Office of Human Resources  
Elizabeth Townhouse  
Customer Service Center, 1A79  
550 Elizabeth Lane  
Alexandria, VA 22314

### GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
12. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
13. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
14. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
15. Relocation expenses will not be paid.



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The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.

### **VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION**

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ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. The announcement number, title and grade of the position for which you are applying.
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
    - Hours per week
    - Salary
    - Indicate if we may contact your current supervisor
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.